Internal Audit Plan

Audit Date:	Audit Number:	Lead Auditor:	
Audit Team Member	s:		
Comments:			

Audit Objectives

Audit Areas	Biological Services	Fee Booth	Administration	Greens	Landfill Gas	Groundwater	Disposal Operations	Capacity Development	Surface Maintenance	Contractors	EMR
ISO Standard											
4.2 Environmental Policy											
4.3.1 Environmental Aspects											
4.3.2 Legal and Other											
Requirements											
4.3.3 Objectives and Targets											
4.3.4 Environmental											
Management Programs											
4.4.1 Structure and Responsibility											
4.4.2 Training, Awareness,											
and Competence											
4.4.3 Communication											
4.4.4 EMS Documentation											
4.4.5 Document Control											
4.4.6 Operational Control											
4.4.7 Emergency											
Preparedness and Response											
4.5.1 Monitoring and											
Measuring											
4.5.2 Nonconformance and											
Corrective and Preventative											
Action											
4.5.3 Records											
4.5.4 EMS Audit											

Planning Checklist

 Contacts in each audit area notified about audit Opening and closing meeting scheduled with management representatives Timeline of audit established and reviewed with contacts and management representatives Reviewed past corrective and preventative action reports Have copies of necessary documents before start of audit Documents include: 							
		Timeline					
Date/Time	Area	Contact	Phone				
Plan approved and rev	viewed by:						
Lead Auditor	Date	Environmental Representative					
Deputy Director	Date						

City of San Diego Environmental Services Department, Refuse Disposal Division

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